

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
THE MIAMI BEACH EMPLOYEES' RETIREMENT PLAN
OF THE CITY OF MIAMI BEACH
April 12, 2011

Chairman Boyd called the meeting to order at 10:00 a.m.

Board Members present were as follows:

James Boyd	Jose Cruz	Hilda Fernandez
	Warren Green	Reinaldo Horday
Richard McKinnon	Patricia Walker	Jonathan Sinkes

Members absent - Jorge Gomez

Also present were:

Steve Cypen	Legal Counsel
Rick Rivera	Pension Administrator
Robert Martinez	Assistant Pension Administrator
Steve Palmquist	Fund Actuary
Melissa Algayer	Assistant Fund Actuary
Ramiro Inguanzo	Human Resources Director
Carla Gomez	Labor Relations Specialist
Nicole Donald	Ordinary disability applicant
Barry Donald	Brother of disability applicant

The Administrator requested an addendum for Item C-13, Requests for Payment (Conferences) for conference expenses for Trustee Warren Green to attend the FPPTA Wall Street conference in New York City.

A motion was made by Mr. Horday duly seconded by Mr. Sinkes, and with all in favor, except Mr. Green who abstained, it was

RESOLVED That the Request for an addendum for Item C-13, Requests for Payment (Conferences), for Trustee Warren Green be added to the Consent Agenda as presented.

A motion was made by Mr. McKinnon duly seconded by Mr. Horday, and unanimously

RESOLVED That Item C-13, Requests for Payment (Conferences), be separated from the Consent Agenda.

A motion was made by Mr. Sinkes duly seconded by Mr. McKinnon, and unanimously

RESOLVED That the Consent Agenda be approved as presented less Item C-13, Requests for Payment (Conferences).

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A motion was made by Mr. Cruz duly seconded by Mr. McKinnon, and with all in favor except Mr. Green who abstained, it was

RESOLVED That Item C-13, Requests for Payment (Conferences) be approved as presented.

CONSENT AGENDA

C-1 The Minutes of the March 8, 2011 board meeting were approved as amended.

C-2 New Members were approved as follows -

<u>NAME</u>	<u>ID #</u>	<u>CLASSIFICATION</u>	<u>Union</u>	<u>HIRE</u>
Richard Ajami	19763	Financial Analyst II	UNCL	3/21/2011

C-3 New Retiree Allowances were approved as follows - (None)

C-4 New Pensioner Allowances were approved as follows -

<u>Name</u>	<u>Date of Retirement</u>	<u>Ret. Type</u>	<u>Dependent upon</u>	<u>Amount</u>
Alice Holmes	03/01/2011	Dependent 50%	Lonnie Holmes	\$754.78

C-5 Requests for Lump Sum Refunds were approved as follows -

<u>Name</u>	<u>Separation Date</u>	<u>Amount</u>	<u>Reason</u>
Sonia Valladares	01/16/2004	\$5,531.66	Resignation
Rebecca Munoz	04/13/2011	\$15,321.51	Resignation
Arlene Melendez	03/15/2011	4,936.19	Resignation
Andres Agha	01/07/2011	\$12,498.40	Resignation

C-6 Request for Accumulated Contribution Refund for a Named Beneficiary was approved as follows - (None)

C-7 Purchases of Creditable Service Time were approved as follows-

<u>Purchases of Creditable Service Time</u>					
<u>NAME</u>	<u>DATE</u>	<u>YEAR PURCHASED</u>	<u>HOURS USED</u>	<u>CASH USED</u>	<u>LEAVE AMOUNT</u>
Maria Rojas	4/6/2011	0.50	117.8	\$ -	\$ 3,135.98
Luis Busutil	4/6/2011	0.51	96.50	\$ -	\$ 1,421.87
Prospere Prince	3/30/2011	0.50	90.92	\$ -	\$ 1,232.86
Alberto Hernandez	3/9/2011	0.52	99.44	\$ -	\$ 1,402.33
Rosa Fernandez	4/8/2011	0.76	0	\$5,755.43	\$ -

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C-8 Request for up to Two (2) years of additional creditable service were approved as follows -

<u>Employee Name</u>	<u>Sworn Statement</u>	<u>Prior Private Sector</u>	<u>Prior Gov't</u>	<u>Application Resume or Add'nl back-up</u>	<u>Creditable Service Applying for</u>
Pamela Leja-Katsaris	X	X		X	2.0
Hilda Fernandez	X	X		X	2.0
Rhonda Gracie	X		X	X	2.0

C-9 DROP applicants were approved as follows -

<u>NEW DROP PARTICIPANTS</u>			
<u>Name</u>	<u>Effective Retirement</u>	<u>Estimated Last DROP Calculation</u>	<u>Maximum Deposit</u>
Mike Alvarez	4/1/2011	\$ 6,182.32	3/1/2014
Alvaro Garcia	4/1/2011	\$ 3,811.08	3/1/2014
Mercedes Garrett	4/1/2011	\$ 1,876.00	3/1/2014
Giancarlo Antona	5/1/2011	\$ 4,284.53	4/1/2012
Darlene Lewis	5/1/2011	\$ 2,528.10	4/1/2014

C-10 Lump Sum Refunds Paid since the last meeting were approved as follows -

<u>Name</u>	<u>Date of Check</u>	<u>Voucher</u>	<u>Check Amount</u>	<u>IRS Tax Payment</u>	<u>Tax Payment Date</u>
Janet Lee	3/11/2011	112512	\$16,311.99	\$ 4,078.00	3/15/2011
Guy Murphy	3/11/2011	112513	\$ 8,234.68	IRA Rollover	N/A
Wanda Flores	3/14/2011	112514	\$ 4,510.86	\$ 1,127.71	3/15/2011
Raheen Stevens	3/18/2011	112522	\$ 5,123.80	Death benefit	N/A
Judy Blocker	3/18/2011	112523	\$ 3,842.84	Death benefit	N/A
Georgia Jacobs	3/18/2011	112524	\$ 1,921.43	Death benefit	N/A
Harold McKinney	3/18/2011	112525	\$ 1,921.43	Death benefit	N/A

C-11 The Financial Reports were approved as presented.

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C-12 Requests for Payment

ADMINISTRATIVE EXPENSES

Legal

Steve Cypen- Legal Services

Legal services rendered for the month of April \$ 5,000.00

Bookkeeping

Joan Wall- Bookkeeping

Services rendered for the month of April 2011 \$ 350.00

Actuary Fee

GRS- Actuary Fees

Services rendered through 2/28/11 Per Inv.#114531 \$ 9,616.00

Auditors

Goldstein Schechter Koch- Audit

Audit work for P/E 9/30/10 Per Inv.# 80021 \$ 2,000.00

Computer Consultant

Ellen Schaffer- Capital Equipment

Annual License Fee Per Invoice # 2387 & #2395 \$ 1,451.00

Medical Board

Cornel Lupu, MD- Medical Exam

Medical Exam for disability applicant Nicole Donald \$ 500.00

Jose Vazquez, MD- Medical Exam

Medical Exam for disability applicant Nicole Donald \$ 275.00

Frank Fuentes, MD- Medical Exam

Medical Exam for disability applicant Nicole Donald \$ 275.00

Jose Vazquez, MD- Medical Exam

Medical Exam for disability applicant Claude Joseph \$ 275.00

Cornel Lupu, MD- Medical Exam

Medical Exam for disability applicant Claude Joseph \$ 750.00

Frank Fuentes, MD- Medical Exam

Medical Exam for disability applicant Claude Joseph \$ 275.00

Health Port- Medical Records

Record request for disability applicant Alvaro Noel \$ 21.69

Insurance

Advance Insurance- Crime Policy Insurance

Crime Policy Renewal 5/1/11-5/1/12 Per Inv.# 278577 \$ 1,198.37

Administrative Pay & PR Taxes

Office Payroll and Payroll taxes

\$ 30,054.14

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Office, etc.

Copier - Sharp Lease

Monthly copier fees per inv.#	\$	228.56
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Storage - IDD - monthly

Monthly storage fees per invoice # 0058079,0058793	\$	148.09
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Office Maintenance - Property Management Fees, CMB

For the month of Feb. 2011 Per Inv.# 00021941	\$	1,504.44
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Printing & Postage - CMB Central Services

For the month of February 2011 Per Inv.# 00021795	\$	1,468.70
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I.T. dept. computer & phone charges

Per inv.# 00021833 dated 3/4/11	\$	2,704.00
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Office Supplies - Office Depot

Per inv.# 555354258001,556762275001,556762336001	\$	370.09
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INVESTMENT EXPENSES

Investment Consultant Fees

Milliman Inc.- Fund Evaluator

Consulting Services January -March 2011	\$	15,100.00
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C-13 Requests for Payment (Conferences)

Conv/Seminars/Dues/Etc

NCPERS- Conf. & Edu.

Annual Conf. registration fee for Rick Rivera & Warren Green	\$	1,300.00
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FPPTA- Dues & Membership

Re-certification fee for CPPT Certification for Rick Rivera &	\$	200.00
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Echo Chandler

Warren Green – Conference reimbursement

Travel expense reimb. FPPTA trip to Wall Street March 23-26, 2011	\$	670.31
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REGULAR AGENDA

R-1 Deferred Items -

- A. GRS Presentation of 10/01/10 Valuation by Steve Palmquist - Mr. Palmquist reviewed the draft presentation of the 10/1/10 valuation. He said that unfortunately he had not completed the experience study in time for today's meeting. Mr. Palmquist went over the derivation of the current unfunded actuarial accrued liability (UAAL) as well as the UAAL amortization period and payments schedule from the report. He provided the Board a projection of the UAL Payment with four (4) different amortization payment scenarios. A discussion ensued. The Board decided to defer the approval of the valuation report until they could review the completed experience study. Mr. Palmquist was requested to present the experience study to the Board next month and complete the presentation of the 10/1/10 valuation report.

R-2 New Items -

- A. Nicole Donald Informal Ordinary Disability - The Board reviewed the summary of information for Ms. Donald's disability request. The Board looked over the medical evaluation summary and reports of physical examiner that stated that the consensus of the medical board was that Ms. Donald has an impairment that is not total, not service-connected and permanent. The question of totality ensued. Mr. Cyphen asked Mr. Inganzo if Ms. Donald had been terminated for disability. Mr. Inganzo said that yes Ms. Donald had been terminated for disability and that the City had not been able to accommodate her medical restrictions. A discussion ensued.

A motion was made by Mr. Green duly seconded by Mr. McKinnon, and unanimously

RESOLVED That Nicole Donald be granted an ordinary disability beginning May 1, 2011.

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- B. Richard Moore status - The Administrator provided information about former employee Richard Moore who resigned. He said that Mr. Moore was charged with two (2) felony counts and was scheduled for a hearing on May 5, 2011. Mr. Cypen suggested that the Administrator update the Board with any new information.
- C. Review of Vendors - The Administrator provided the Board a status report on the request for information for Board Attorney and Fund Consultant. He stated that Ms. Walker, who had left the meeting, expects a request for proposal after this preliminary gathering of information. The Board decided to defer this matter until next month when Ms. Walker is present.
- D. Review of Policy and Procedures - The Administrator displayed the procedures manual to the Board. The Board suggested that the procedures manual be available on the Fund's website to the Board members. The Administrator said that he needed to update most of the procedures before converting the document to pdf and placing it on the Fund's website MBERP.com. He said that he would begin this task.
- E. Proposal for Summary Plan Description - The Administrator stated that it had been approximately 3 years since the last Summary Plan Description (SPD) update and there had been numerous Plan changes made since then. He provided the Board a fee quote from GRS of between \$2,500 and \$3,000 for this SPD update.

A motion was made by Ms. Walker duly seconded by Mr. McKinnon, and unanimously

RESOLVED That Gabriel Roeder Smith be authorized to update the Summary Plan Description for a fee of \$2,500 - \$3,000.

R-3 Other Business

- A. Administrator's Report - The Administrator stated that all information had been discussed under new items.

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R-4 For Your Information

Chairman Boyd and Mr. Cypen reviewed For Your Information.

There being no further business to discuss, a motion was made by Mr. McKinnon duly seconded by Mr. Cruz and unanimously

RESOLVED That the meeting be adjourned. The meeting was adjourned at 12:02 p.m.

James Boyd, Chairman

Hilda Fernandez, Secretary